

**CORRECTIONS OFFICER CERTIFICATION COMMISSION MEETING**

Date: 12-3-03

Time: 10:00 A.M. to 2:00 P.M.

Location: Ike Skelton National Guard Training Site, Jefferson City, Mo.

<b>AGENDA TOPICS:</b>	<b>PERSON RESPONSIBLE:</b>
Call meeting to order	Gary B. Kempker
Pledge of Allegiance	Attendees
Introductions/background of Commissioners	Commissioners
Introduction of attendees	Attendees
Director comments	Gary B. Kempker
Appointment of the Commission Chair	Gary B. Kempker
Organizational Flowchart	Chris Egbert
Meeting protocol	Chris Egbert
Statute Review	Chris Egbert
Process Roadmap	Chris Egbert
Request for Proposal (RFP)	Chris Egbert
Public comments	Chris Egbert
Sunshine Law	Chris Egbert
Lunch	
Meeting management training	Chris Egbert
Mission Statement development	Commissioners
Web Site	Chris Egbert
Senate Confirmation protocol	Chris Egbert
Set meeting dates and location	Commissioners
Annual report	Chris Egbert
Expense reports	Peggy Huddleston
Adjourn	David Brown

**MEETING OUTCOME:** If this were a successful meeting it would result in .....

1. The development of a mission statement for the Commission.
2. Commissioners having a basic understanding of the process for future meetings.

**KEY POINTS:**

Director Gary Kempker called the meeting to order at 10:00 A.M. The Commissioners present were Roger Beamer, David Brown, Walter Foster, Thomas Greenwell, Micki Knowles, Samuel Shipman, Conrad Sutton, David Topash and John Waldschlager.

The following individual was in the audience, Royce Hudson from Department of Corrections Training Academy.

**Introductions/background  
of Commissioners**

Each Commissioner was asked to introduce themselves and provide a short summary of their professional work history

### **Introduction of attendees**

Each attendee in the audience was asked to state their name and organization.

### **Director Comments**

Director Kempker expressed his thanks to each of the Commissioners for their interest and willingness to serve on the Commission. He stated that the Commission has an opportunity to influence the future of corrections in Missouri. The Commission will have the opportunity to help:

1. Validate the training needed by Corrections Officers and Jailers
2. Standardize the training, testing and certification of Corrections Officers and Jailers
3. Promote the profession of corrections

### **Appointment of the Commission Chair and Program Coordinator**

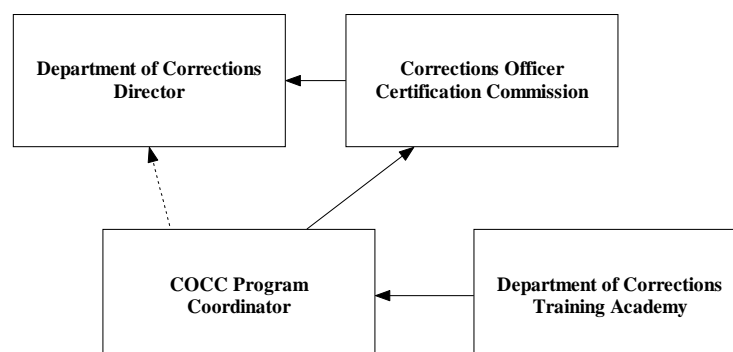
Director Kempker advised the Commission that pursuant to Statue 217.105.7, (Annually the Director shall appoint one of the team members as chairperson); he was appointing David Brown as chairperson for the remainder of calendar year 2003 and for calendar year 2004.

Director Kempker also advised the Commission that to facilitate communication between the Commission and the Department, he had appointed Chris Egbert, Manager of the Department of Correction's Planning Section as the Program Coordinator for the Commission. Mr. Egbert will be responsible for assisting the Commission and coordinating resources for the Commission.

Director Kempker also advised the Commission that the Department of Corrections Training Academy will be responsible for the expenses of the Commission and assist in supporting the work of the Commission.

### **Organizational Flowchart**

#### **CORRECTIONS OFFICER CERTIFICATION COMMISSION (COCC) FLOWCHART**



The Commissioners were provided a flow chart depicting the relationships between the Department of Correction's Director, Commission Program Coordinator and the Department of Correction's Training Academy.

## Meeting Protocol

The Commission will follow this basic meeting protocol:

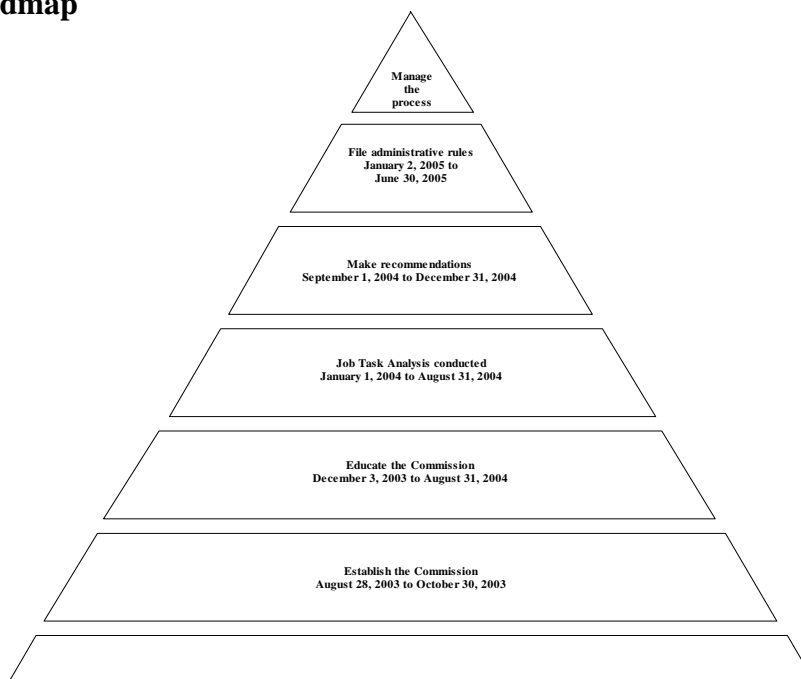
1. Chair opens the meeting
2. Pledge of allegiance
3. Introduction of Commissioners
4. Introduction of attendees
5. Public comments
6. Address agenda items
7. Review post-meeting action items
8. Adjourn

## Statute Review

The Commission reviewed statute #217.105. The following is a summary of the 217.105:

- (1) Establishes the Corrections Officers Certification Commission within the Department of Corrections;
- (2) Allows the Commission to cause a job task analysis to be made for Corrections Officers and jailers, both public and private;
- (3) Authorizes the Commission to make recommendations to the Department of Corrections, the General Assembly, and the Governor regarding qualifications, training, testing, and certification of corrections officers and jailers;
- (4) Allows for the appointment of Commission members, establishes their qualifications, and sets their terms of service;
- (5) Allows the department director to create various classes of Corrections Officer Certification;
- (5) Contains provisions regarding the confidentiality of personnel records of corrections officers;

## Process Roadmap



## **Job Task Analysis (JTA) Request for Proposal (RFP)**

The Commission was provided the Job Task Analysis (JTA), Request for Proposal (RFP). This JTA is intended to produce the following:

- 2.3.6 Based upon the results of the task analysis, needs assessment, and survey of literature, the contractor shall provide written recommendations to the state agency including, but not limited to, the following:

### **Employment Selection Criteria:**

Physical test requirements and methods;  
Psychological testing and/or personality assessment;  
Interview questions and methods;  
Physical conditions including strength, auditory acuity, visual acuity, olfactory acuity, tactility, mobility and range of motion; and  
Written and verbal communication skills.

### **Pre-Employment Educational Requirements:**

Need for pre-employment education;  
Curriculum content, if the need for pre-employment educational requirements is supported by empirical data; and  
Length of curriculum, if the need for pre-employment educational requirements is supported by empirical data.

### **New Employee Training Requirements including:**

Need for new employee training;  
Curriculum content for general, specific and task required training, if the need for new employee training requirements is supported by empirical data; and  
Length of curriculum, by subject, if the need for new employee training requirements is supported by empirical data.

Integration of the structure of new employee training requirements with pre-employment educational requirements, if the need for new employee training requirements and pre-employment educational requirements are supported by empirical data, ensuring that affirmative action concerns are considered and addressed.

Specific length, content and training method of an on-the-job training (OJT) training program, if the need for an OJT program is supported by empirical data.

An evaluation process following completion of any empirically established training and/or education requirements, including a draft evaluation form.

The contractor shall utilize the data obtained from the job task analysis and needs assessment to document, revise and integrate the current pre-employment curriculum with the post-employment training academy curriculum and on-the-job training program, thereby documenting consistent job related selection criteria.

## **Public Comments**

The Commission will receive public comments in the following manner:

1. Written form  
All written comments will be presented to the Commission at the next available meeting.  
Written Comments can be provided to any of the Commission members or the Commission Program Coordinator.
2. Personal appearance before the Commission  
Individuals can personally appear before the Commission. Prior notice is to be made to the Program Coordinator so the individual can be placed on the agenda.
3. Personal contact with a member of the Commission  
Any individual can contact any Commission member and discuss concerns with them.

## **Sunshine Law**

All meetings of the Commission will comply with the Sunshine Law.

## **Meeting Management Training**

The Commission was provided a short training program on meeting management. This will help the Commission when they get into their developmental process.

## **Mission Statement Development**

The Commission developed the following mission statement to guide their work:

“The mission of the Corrections Officer Certification Commission is to make recommendations regarding qualifications, training, testing and certification so that Correctional Administrators can attract and retain qualified personnel and further the profession of corrections.”

## **Web Site**

The Commission has a web site. The address is [www.doc.missouri.gov](http://www.doc.missouri.gov) and click on “Corrections Officer Certification Commission”

## **Senate Confirmation protocol**

The Commission was advised of the protocol that will be followed for their Senate Confirmation.

## **Set Meeting Dates and Location**

The Commissions next meeting is January 15, 2004, 10 A.M. to 2:00 P.M., Room 3-D, Missouri Department of Corrections Training Academy, 1717 Industrial Drive, Jefferson City, Missouri.

## **Annual Report**

The Commission will provide an annual report to the Director of the Department of Corrections as well as any other interested parties.

## **Expense Reports**

The commission was provided directions on how to complete an expense report for those Commissioners that were going to submit one.

## **Baseline Information Development**

The Commission requests the following questions be researched and the results provided to them at their next meeting: (Note: Several of the questions were phoned in by Commissioner Knowles after the meeting)

1. How many other states have a certification process/requirement for state or county Corrections Officer and Jailer.  
Detail requested:
  - i. Name of state
  - ii. Certification requirements to include training curriculum and training hours
  - iii. Copy of certification process
  - iv. Is this voluntary or mandatory? If mandatory, copy of the regulations.
  - v. Is there a pass/fail? If so, how many times can they re-try?
2. If there is a certification process/requirement for state and county Corrections Officers and jailers, is there reciprocity among states?  
Detail requested:
  - i. Summary of the reciprocity
3. Of the states that have a certification process/requirement for state and county Corrections Officers and jailers, is there a de-certification process?  
Detail requested:
  - i. Summary of the de-certification by state
4. Of the states that have a certification process/requirement for state and county Corrections Officers and jailers, do they have a grandfathering provision?  
Detail requested:
  - i. Summary of the provision by state
5. How many other states have physical fitness requirements for state or county Corrections officers and jailers?  
Detail requested:
  - i. Name of state
  - ii. What is the requirement?
  - iii. How was the requirement developed?
  - iv. Is it age and gender normed?

- v. Is there a pass/fail? If so, how many times can they re-try?
- 6. Of the states that have a certification process/requirement for state and county Corrections Officers and jailers, how have they addressed ADA requirements?
  - Detail requested:
    - i. Summary of their comments by state
- 7. Of the states that have a certification process/requirement for state and county Corrections Officers and jailers, do they have a reciprocity with Peace Officers?
  - Detail requested:
    - i. Summary by state
- 8. Of the states that have a certification process/requirement for state and county Corrections Officers and jailers, do they have different levels of certification?
  - Detail requested:
    - i. Summary of the levels by state
- 9. Of the states that have a certification process/requirement for state and county Corrections Officers and jailers, when does the certification process begin (basic training, upon hiring, etc.)?
  - Detail requested:
    - i. Summary by state
- 10. Of the states that have a certification process/requirement for state and county Corrections Officers and jailers, do they have any re-certification requirements?
  - Detail requested:
    - i. Summary by state
- 11. Of the states that have a certification process/requirement for state and county Corrections Officers and jailers, is there a pass/fail and when does the certification process begin (basic training, upon hiring, etc.)?
  - Detail requested:
    - i. Summary by state
- 12. What is the pre-screening process for hiring of state Corrections officers?
  - Detail requested:
    - ii. Summary of the requirements by state
- 13. Does the Director of the Department of Corrections have rule making authority as it pertains to 217.105?
- 14. How many Department of Correction's Corrections Officers resign in six months or less and two years or less?
- 15. How many custody staff positions are there in the Department of Corrections?

## Other Commission Activities

Commissioner Sutton provided the Commission with a copy of information from California COST. The web site for COST is [www.cpost.ca.gov/co\\_train.htm](http://www.cpost.ca.gov/co_train.htm). A copy of this information will be sent to each Commissioner.

Commissioner Brown adjourned the meeting at 1:55 P.M.

<b>MEMBERS NOT ATTENDING:</b>
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All commissioners were in attendance

ACTION ITEMS	RESPONSIBLE	DEADLINE
Develop meeting minutes	Peggy Huddleston	12-03-03
Questions 1 – 11	DOC Training Academy	01-08-04
Questions 12, 14, 15	DOC Human Resources	01-08-04
Question 13	DOC Legal	01-08-04

<b>NEXT MEETING:</b>
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Date: January 15, 2004

Time: 10:00 A.M. to 2:00 P.M.

Location: Missouri Department of Corrections Training Academy, 1717 Industrial Drive, Room 3-D, Jefferson City, Missouri.